

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

JAMES R. SPENCER
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE
NORFOLK/NEWPORT NEWS DIVISIONS**

Applicants are required to take the Oath of Admission in open court before a U.S. District or Magistrate Judge. Admissions to practice are conducted in open court, Monday through Friday, according to the court's schedule. The requirements of Local Rule 83.1(C) must have been met and an application completed. The applicant must (1) arrange to have an attorney (the movant) previously admitted to the Eastern District accompany the applicant to the court proceeding to make an oral motion for the applicant's admission, (2) obtain the movant's available dates, and (3) call Mrs. Susan Cherry, at (757) 222-7224 to arrange an appointment for admission.

The application must be filed with the Civil Division of the Clerk's Office well in advance of the admission date, but must be in the Clerk's Office no later than the business day preceding the scheduled admission. A current copy of the applicant's Virginia Bar card must be attached to the application. The \$150.00 admission fee is due at the time of admission. The Clerk is prohibited from accepting it in advance.

The applicant and movant should report to the courtroom at least 15 minutes before the scheduled time of the admission proceeding. After taking the oath, the applicant should take the application to the Clerk's Office and pay the required \$150.00 fee (payment made payable to "Clerk, U.S. District Court"). Additionally, an applicant may request a Certificate of Good Standing, for \$15.00. The certificate will qualify the applicant to practice before the U.S. District Court for the Western District of Virginia.

The Clerk's Office will prepare and mail a Certificate of Admission and the Certificate of Good Standing to the applicant a few days following the court proceeding.

Applicants desiring to be admitted via a Certificate of Good Standing from the Western District of Virginia should submit the certificate with a letter, to the Clerk's Office for filing.

